Clearinghouse Database Searching Notes

(updated May 2020)

These notes will show you how to select the most suitable database for your topic and then to do simple but effective searching to locate information including full text documents.

Selecting which database/s to search

SPORTdiscus with Full Text
Topics: sports medicine, sports psychology, biomechanics, physiology, nutrition, coaching, training, administration, specific sports

MEDLINE with Full Text
Topics: sports medicine, physiology, nutrition, biomechanics, physical therapy, rehabilitation

E-Journals
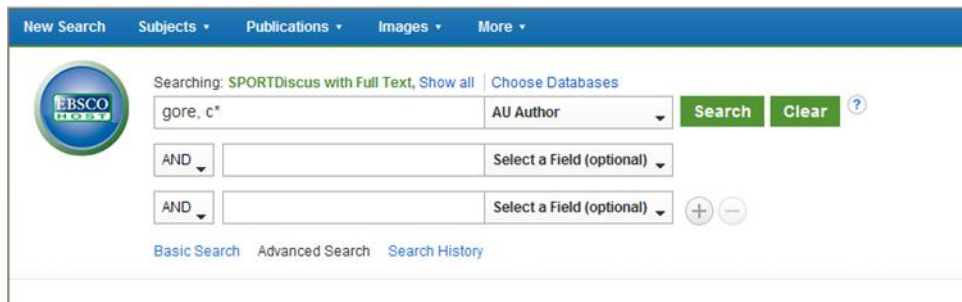**Topics:** scientific/technical information. Access restrictions may apply.

Searching can be carried out over more than one database at the same time.

Select the most suitable database/s for your search by ticking the box next to the title and then the **Continue** button above or below.

Author searching

1. Enter author's name in exactly this form: smith, j*
2. Use drop-down menu at right to change Select a Field (optional) to AU author
3. Click Search and view results.

Subject searching

You will identify your topic, conduct a search and then refine the result if needed.
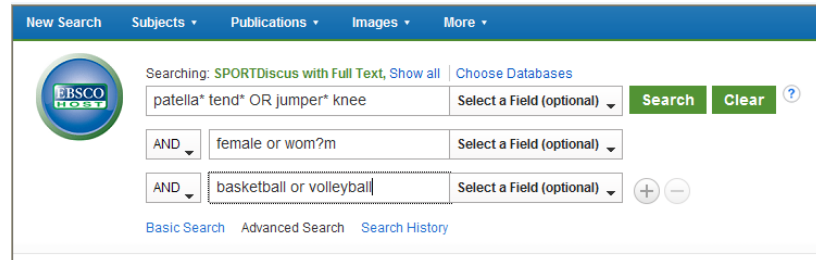
1. Formulate a title/statement/question which defines the topic.
   e.g. "jumper's knee in female volleyball and basketball players"
1. Identify and separate the concepts.
   (*jumper's knee / patellar tendinitis ; female ; basketball / volleyball*)
2. List possible search terms.
   (jumper knee or patella* tend*) and (female or women*) and (basketball* or volleyball*)*

Important tips

- **basketball*** - will search for *basketball, basketballer, basketballers*
- **injur*** - will search for *injury, injuries, injured, injurious*
- **tend*** will search for *tendinitis, tendonitis, tendinopathy, tendon*
- **Wildcard ?** - enter your search terms and replace each unknown character with a ?. EBSCOhost finds all citations of that word with the ? replaced by a letter:
- **wom?n** - will search for *woman* and *women*
- **organi?ation** - will search for *organisation* and *organization*
- **Wildcard #** - enter your search terms, adding the # in places where an alternate spelling may contain an extra character. EBSCOhost finds all citations of the word that appear with or without the extra character
- **Colo#r** - will search for color and colour

3. Enter the most representative terms for the main concept in the top row
4. Enter the most representative terms for the next concept in the row below
5. Enter the terms for the next concept in the next row. Use the **Add Row** link to create additional rows if needed.
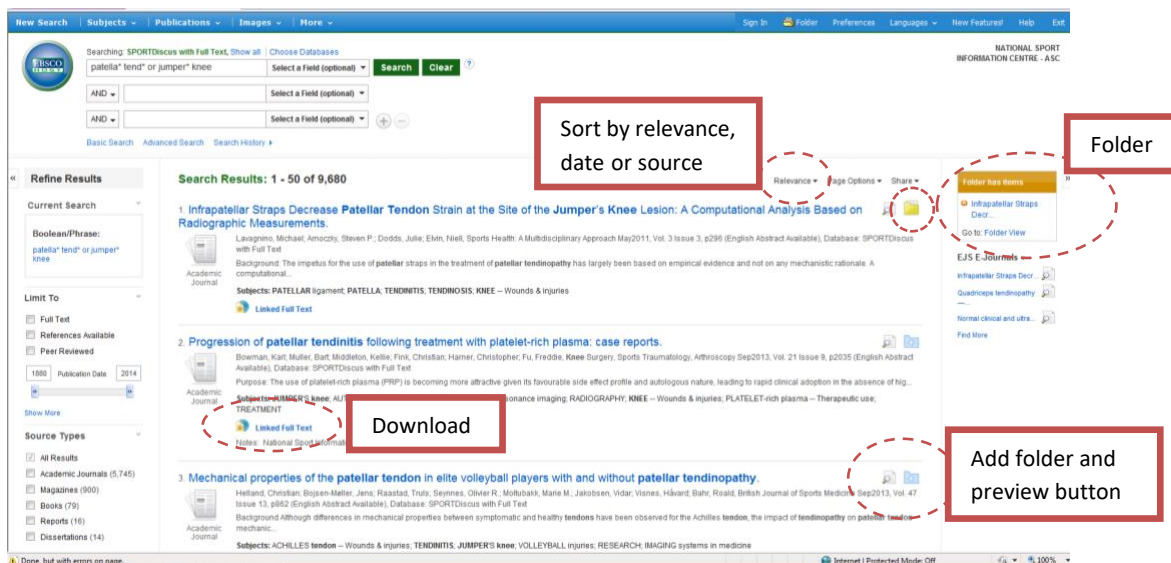
6. Select "and", "or" or "not" in dropdown at left of each row; "Select a field (optional)" in window at right.
7. Click on **Search**.

Viewing results

The articles that were found, display in the centre of the Result List Screen. Search results can be citations, full text articles, document summaries or abstracts, and can include links to full text.

1. To view full text, click on **Linked Full Text** or **PDF Full Text** link. (best option is to right click and open in new tab)
   *Note: **Linked Full Text** links to a file outside the database. If a security warning appears, click Download File option to view. **PDF Full Text** is often a more reliable option.*
2. Use the box at top right to sort results by date or relevance.
3. To save references of interest, click **folder button** at the right of the citation and it will appear in the Folder box (Folder has items).

Advanced tips - refining your search

1. Use the **Search Options** area below the search box to **limit** your results:
   a. to a specified time period (such as the last five years)
   b. to **peer-reviewed** journals only
   c. to full text items only
   d. items in English only
2. *Enter selections – note that options are different and must be checked separately for each database* - then **Search** at bottom
3. To set limits from the results screen, use the options on the left hand side of the screen such as the date slider or the Full Text/Peer Reviewed tick boxes (use the **'x'** at the top of the Refine Results section to remove or reset limits):

Refine Results

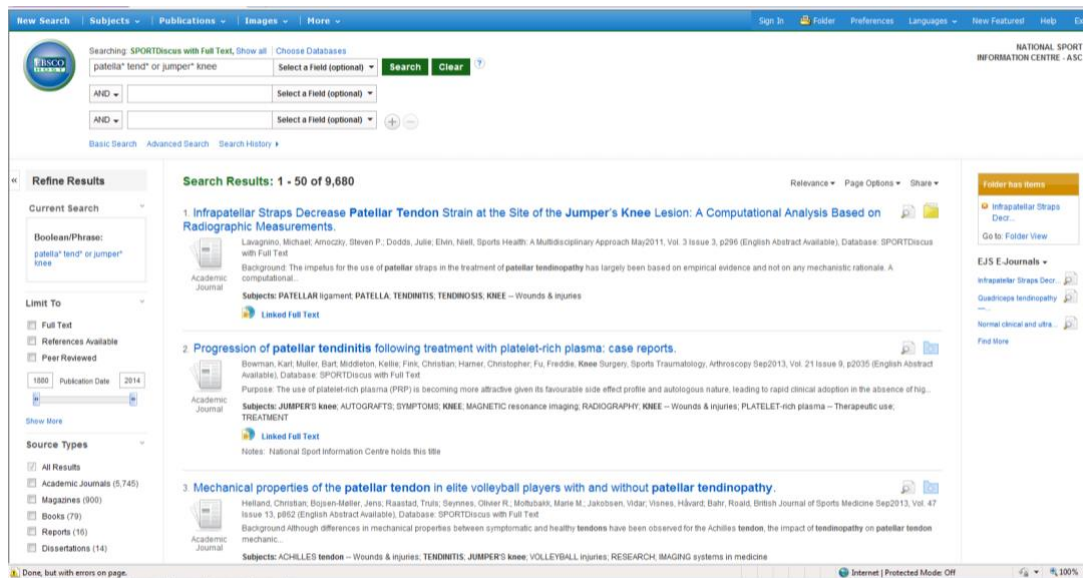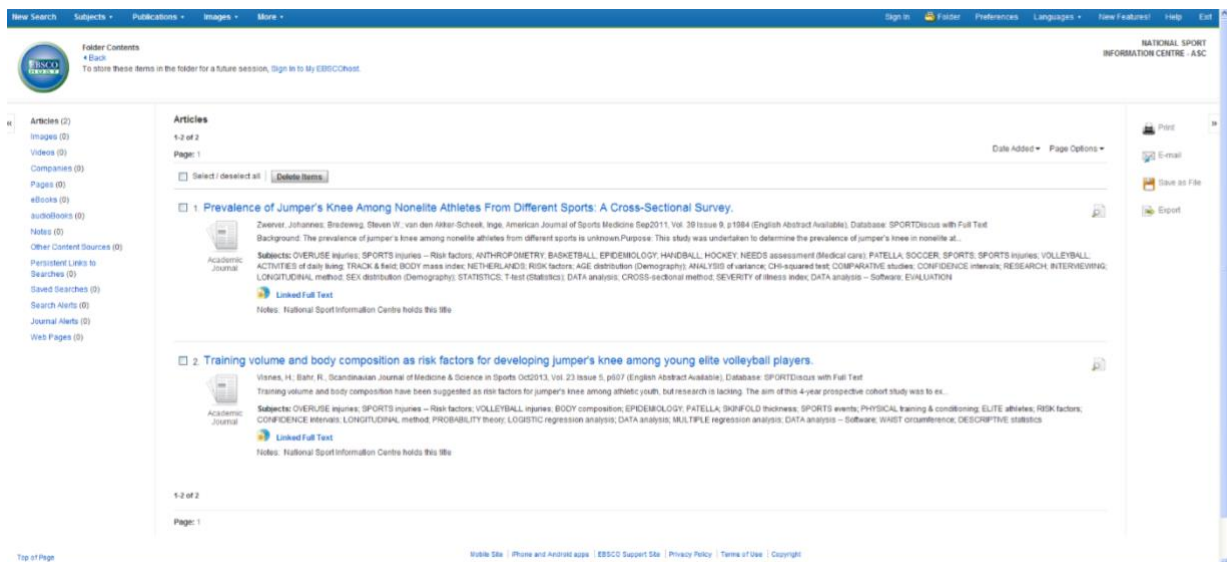**Selecting and saving references**

1. Click on PDF or HTML links to view articles of interest and use File / Save / Print.
2. To select articles from Results list, click on **Folder icon** to the right of the citation or within preview (folder will change colour).

3. When finished, click on **Folder** at screen top right or **Folder View** link under yellow bar at screen right to view list of selected results.
4. Tick the references you wish to save and click on the icon at right of the screen to select **print, email, save or export** (e.g. to Endnote) option.
5. The **Print** option allows you to print off a list of the citation of selected articles including abstract where available. The **Save** option allows the list to be saved onto your PC. The **Email** option allows the list to emailed to one or several email addresses. You can also copy and paste the text into a word processing document (eg. Microsoft Word).

Note: Email results can include PDF full text if required and is the recommended option.

6. To **email** results, after clicking the envelope icon you will go to this page. Enter the email address(es) (can send to more than one), a name for the search in the Subject line and any comments below. Untick the box on the right if you do not want the full text of selected items included.

   Tip: *Untick the box at bottom left so that items are NOT removed from folder after emailing. This will allow you to return to your list of selections in this session.*

Creating an Account

If you would like the saved items in your folder to still be saved next time you use the databases you will need to create an account within EBSCO. This is separate to your Clearinghouse for Sport account. *(logging in can also save your results if you need to be away from your desk while completing a search. Databases will 'time out' after about half an hour and otherwise any items added to your folder will be lost)*

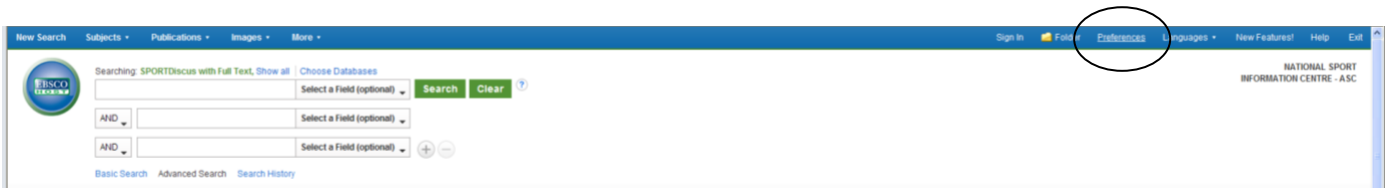1. Go to **Sign In** at the top right of the screen and when the sign in page appears select **Create a new Account**

2. Fill in the details and click **Save Changes**. Your account has now been created. Best practice is to log in each time you are doing any significant database research or think you might like to save any results.

Setting your Preferences

In order to better view results you may like to set up individual preferences, such as the way in which articles are presented, whether images are displayed and language etc. If you have created a profile you can also save these preferences for each time you log in.

1. Click on **Preferences** at the top right of the window

2. Set your preferred preferences and click Save. Recommended settings include:
    a. Language: English (this is the default language)
    b. Result List Display Format: Detailed (displays full abstract and citation which makes it easier to determine if the article is relevant)
    c. Image QuickView: Off
3. Continue searching, results display will automatically change.

Clearinghouse for Sport

Can't find what you are looking for?

Please contact us:

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